

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 04-045

OPENING DATE: 5 March 2004

CLOSING DATE: 5 April 2004

ANTICIPATED FILL DATE: 2 May 04

### POSITION TITLE AND NUMBER

Support Services Supervisor  
PDCN 90017C000, MD# 1224-601

### UNIT/ACTIVITY AND DUTY LOCATION

J6-Admin Services (DCSIM)  
NCARNG, Raleigh, North Carolina

### GRADE AND SALARY (Includes Locality Pay of 10.09%)

GS-0342-10 \$43,708-\$56,816 per annum

### EMPLOYMENT STATUS

Excepted Service

**WHO CAN APPLY**: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

**HOW TO APPLY**: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed applications will not be accepted.**

**QUALIFICATION REQUIREMENT**: Must have 24 months of specialized experience that demonstrates that the applicant has acquired the below listed KSA's.

### KNOWLEDGE, SKILLS, and ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (*with dates*) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Ability to perform and supervise service support functions for an organization.
2. Ability to establish rapport and confidence and assess specific problems or situations.
3. Ability to determine effectiveness of support services functions.

**CONDITION OF EMPLOYMENT**: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment/promotion until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement.  
2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

**MILITARY ASSIGNMENT**: Assignment to a compatible Officer/ Warrant Officer/Enlisted position in the NCARNG is mandatory. (O: 25, 43A, 42B, 53; WO: 25, 92, 270A , 420A; Enl: CMF 71, MOS: 92A/Y/Z)

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:** Plans, programs, directs and coordinates the administrative functions of the state. Provides overall technical and administrative direction to administrative support activities, including mail management/distribution, records management, reprographics, privacy and freedom of information acts, printing services management, publications management and supply, micrographics, administrative budget, military correspondence, forms management and field printing. Coordinates all administrative functions within the operating components of the state to provide the most effective support; forecasts problems and needs, identifies required resources to include budget, and develops staff facilities and procedures to carry out the resulting programs; provides leadership in negotiating with operating personnel and in securing acceptance of proposed programs. Manages and uses funds allocated for operation of the branch, including stockroom, property maintenance, and other reimbursable accounts. Assesses effectiveness of programs and within the broad NGB/state framework, recommends such adjustments in organization structure or policies and procedures as required to accommodate existing or changing circumstances. Particular attention is given to providing administrative support to newly established programs. Plans and assigns work to be accomplished within the *organization*. Sets priorities and prepares schedules for completion of work. Makes assignments based on priorities, difficulty and the capabilities of individual employees. Conducts employment interviews and recommends employees for appointment, promotion or reassignment. Establishes performance standards. Monitors and evaluates employee performance. Assists employees in reaching performance goals. Informs subordinates of agency policies and programs. Hears complaints and grievances from employees; resolves those which can be informally resolved or makes recommendations for resolution to appropriate official. Identifies developmental and training needs of employees and provides or obtains training. Approves and/or disapproves leave requests. Promotes acceptance and adherence of programs such as Equal Employment Opportunity, Federal Women's Program, Physically Handicapped, Labor-Management Relations, and other similar special emphasis programs. Maintains an effective position management program. Assures position descriptions are accurate and positions are operating as intended. Serves as Printing Officer and is responsible for managing the state's Federal Printing Program, providing printing services in support of the National Guard state headquarters and subordinate units. Is technically and administratively responsible for the printing, duplicating, and copier programs within the State. Determines whether printing/duplicating services requested can be legally provided using Federal funds; determines whether the printing facility is capable of producing the product; determines if funds are available to procure and determines the procurement avenue to be used. The determination to keep production in-house is based upon the capability of the facility, but will not exceed two colors per individual job and the aggregate number of impressions will not exceed 25,000. Analyzes copier equipment capabilities throughout the state against production requirements and makes recommendations for upgrades or downgrades of individual equipment or possible consolidation of individually placed equipment into copy centers. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** 1. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 2. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**

**DISTRIBUTION:** A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1